

**Bright from the Start - Georgia Department of Early Care and Learning**

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404)657-5562 www.dec.state.ga.gov

(Cover Sheet)**Date:** 11/20/2023**VisitType:** EX-Monitoring**Arrival:** 9:40AM**Departure:** 11:30AM**EX-47724 EXMT-13169 EX-1 - Government
Gwinnett County Board of Commissioners-
Mountain Park Activity Building**1063 Rockbridge Road, Stone Mountain GA 30087
Gwinnett County
(678) 277-0927 tania.ballou@gwinnettcountry.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

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sherri.thompson@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/20/2023	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Multipurpose 2	, Fives, Six and older	2	15	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 15

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.ga.gov/CCS/RulesAndRegulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

By signing this report I acknowledge that the report was discussed with me and if there are any missing requirements I am responsible for submitting them as outlined to the GACAPS program.

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

1. Facility name, program number and visit date
2. Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
3. Specific standard(s) that you are refuting, along with your concerns or questions regarding the citation
4. Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date of the visit to the facility.
5. Your refutation will be forwarded to the CCS Exemptions Unit manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 770-293-5977.

Any violation which subjects a child to injury or life threatening situation or continued non-compliance may jeopardize participation in the CAPS program for eligible license-exempt program (government-owned facilities and day camps).

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(Findings Report)**Date:** 11/20/2023**VisitType:** EX-Monitoring**Arrival:** 9:40AM**Departure:** 11:30AM**EX-47724 EXMT-13169 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1) - Staff were able to state planned activities for the day that were appropriate for the ages of the children in care.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**

A variety of equipment and toys were observed throughout the Program.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)**Met****Comment**

Swimming rules discussed. Swimming does not take place during Fall and Winter breaks.

Children's Records**EX-HS-.C****Not Met****Finding**

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the Specialist's review of four children's records that child #4 did not have two out of two required emergency contacts.

POI (Plan of Improvement)

The Program will audit children's records and obtain missing information.

Correction Deadline: 11/30/2023**Exemptions****EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(2) - Observed parent exemption statement in children's records.

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(4) - Bathrooms were observed to be stocked with paper towels, toilet paper, and hand soap during the time of the visit.

EX-HS-.L Physical Plant (NCP)**Met****Comment**

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)**Met****Comment**

The program does not have a designated playground with equipment. Children are supervised and walk on trails that are on-site for outdoor time.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)****N/A****Comment**

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)**Technical Assistance****Technical Assistance**

Proper hand washing observed throughout the program. Ensure that staff provide appropriate supervision and have a method to ensure that hand washing is taking place while children are in the restroom.

EX-HS-.I Medications (CS)**Met****Comment**

Discussed proper medication documentation and procedures. The program reported that there was no medication present at the time of the visit.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Met****Comment**

Observed evidence of written policies and procedures that describe the Program's operations on this date.

EX-HS-.T Required Reporting (NCP)**Met****Comment**

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****Met****Comment**

No field trips are offered during Fall camp.

EX-HS-.E Discipline (CS)**Met****Comment**

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.R Transportation (CS)	Met
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Comment

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Transportation was not taking place during Fall Camp.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	N/A
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Comment

No infants are enrolled.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - All staff records are maintained on-site.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The Program Director was present at the time of the visit.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Met
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Comment

Criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR (NCP)	Met
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Comment

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP)	Met
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Comment

Observed required training for all staff members on this date.

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS)	Met
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Comment

Program observed to maintain appropriate staff: child ratios.